

RESERVATION PERMIT

FACILITY RESERVED _____ DATE _____
NAME _____ PHONE _____
ADDRESS _____
ORGANIZATION/GROUP _____
APPROXIMATE NUMBER OF PEOPLE PARTICIPATING _____

Inquiries about reservations may be made by phone or mail but reservation of the facility will not be confirmed until receipt of the \$30 fee and this form, signed by the group representative. Users who make an inquiry concerning a reservation by phone or mail have up to 5 working days from the time the inquiry is received in the Field Office to make payment. When inquiries are made less than 1 week prior to the requested date, the reservation must be confirmed at least 1 working day prior to the requested date. When the fee and signed form are received in the Field Office, the reservation will be entered in the record book as a confirmed reservation. Upon confirmation, this form will then be signed by the Approving Corps Official and a signed copy of it as well as the user permit receipt will be sent to the group representative. The reservation will be posted at the facility.

CONDITIONS OF RESERVATION:

1. I understand that this reservation permit entitles my organization or group to exclusive use of the facility from 10 Am to 10 Pm on the date(s) of the reservation.
2. I agree that any property of the United States damaged or destroyed by incident to the user of this facility shall be promptly repaired or replaced by the organization/group I represent or by me to the satisfaction of the Park Manager. In lieu of repair or replacement, I agree, if requested by the Park Manager, to pay the United States money in the amount sufficient to compensate for the damages to, or destruction of Government property.
3. I agree to leave the facilities in a condition at least equal to the pre-event condition. All garbage and trash will be properly disposed of in receptacles provided at the facility site, or removed from the project by me. I acknowledge that failure to comply with this condition will constitute a violation of the U. S. Army Corps of Engineers public-use regulations and will subject me to a written citation and appropriate monetary fine.
4. In case of cancellation, I agree to contact the Park manager at least 2 working days prior to the reservation date. Refunds are rarely given for special facility reservation fees. In accordance with Engineering Regulation 1130-2-550, the Park Manager must certify that an emergency existed which justifies the issuance of a refund. Facility Vouchers will be issued in all other cases. The vouchers are good for use at that project only for one year from the date of issue.